

# Document Repository Instructions for the Agency Account

---

## Pebble Project Website Document Repository

The Document Repository module provides a centralized storage location for project documents. The repository includes all electronic project-related documents and stores information about each document, such as a title, author, keywords, and citations. When a new version of a document is created, it can be uploaded to the repository and associated with the document to create a historical archive. You can also search the repository using multiple criteria.

## The Agency Account

The *Agency* account is an ad hoc account that enables various agencies to access specific documents in the Document Repository

The *Agency* account user name is "agency" and the password is "pebble."

## How to Log In and Access Documents and Metadata

Follow these steps to log in with the *Agency* account:

You can log in to the Pebble Project Website from any Windows computer with Microsoft Internet Explorer 5.5 or later. **You must use Internet Explorer.**

---

Important: If you need assistance with your account, e-mail Richard Clement at richardc@resdat.com.

---

- 1 Launch your Internet Explorer browser, and then type **http://www.pebbleproject.com**. *The Login window appears.*

This site was developed for and tested with Microsoft IE Version 5.5 and higher browsers.  
Do not use any other browser besides Microsoft Internet Explorer.

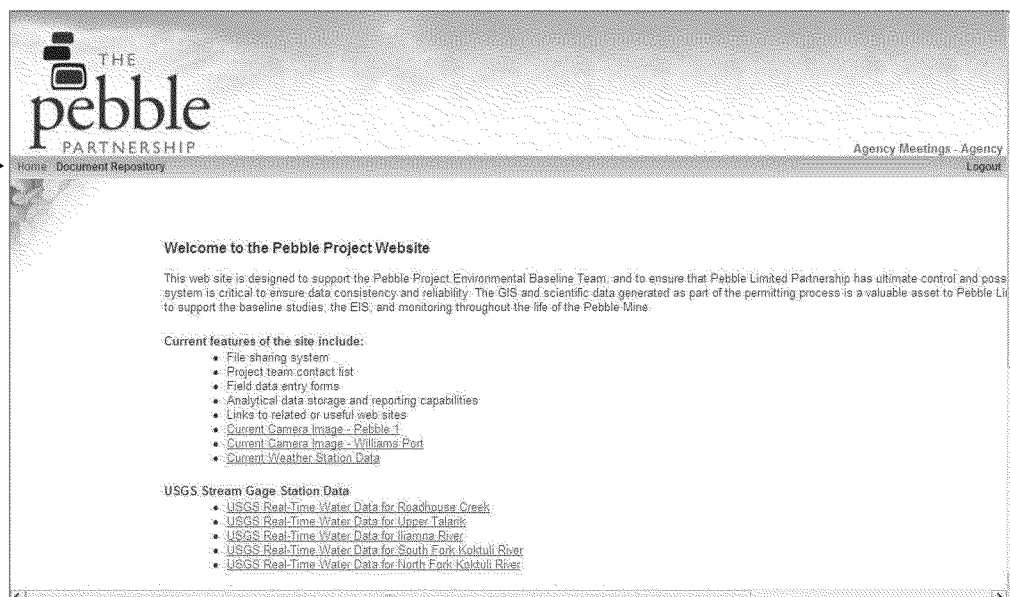
**Please Take a Moment to Login**

Username:

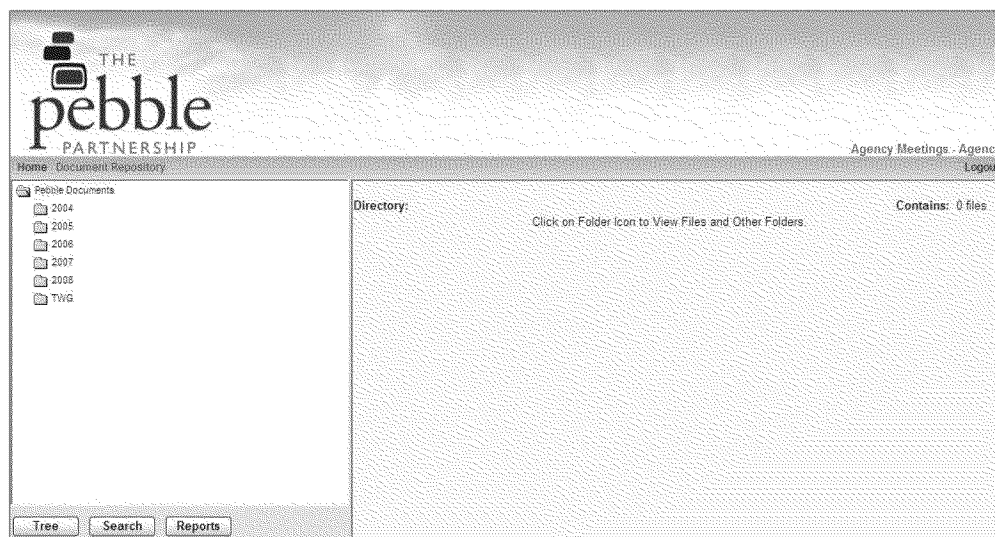
Password:


- 2 Type **agency** in the **Username** field.
- 3 Type **pebble** in the **Password** field.
- 4 Click **Submit** (  ). *The Pebble Project Website appears.*

Document Repository is the only available option for the Agency account.



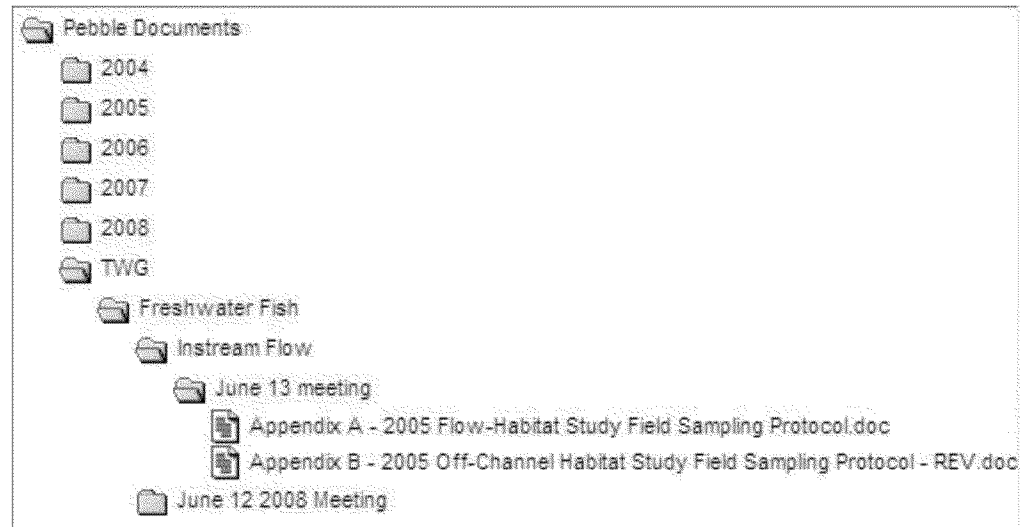
5 Click **Document Repository**. The Document Repository appears.



6 Click a folder (  ). The selected folder expands.



7 Repeat Step 6 until all of the subfolders are expanded.



8 Click a file. *The Document Information screen appears.*

A screenshot of the 'Document Information' screen. The left pane shows the same file explorer view as before, with the file 'Appendix A - 2005 Flow-Habitat Study Field Sampling Protocol.doc' selected. The right pane displays the document's metadata. At the top, it says 'Document Title: 2005 flow habitat field sampling protocol'. Below this is a table with 'Administrator Options' and 'Description'.

Administrator Options	Description
Add Version	Add a version to the document
View Metadata	View and/or edit document's meta data
Set/View Permissions	Set the permissions for the document
Cut Document	Remove this document from the current folder in order to paste it into another.

Below this table is another table with columns 'Version', 'Date', 'File', 'File Size', and 'Notes'.

Version	Date	File	File Size	Notes
1	6/6/2008	Appendix A - 2005 Flow-Habitat Study Field Sampling Protocol.doc	78 KB	

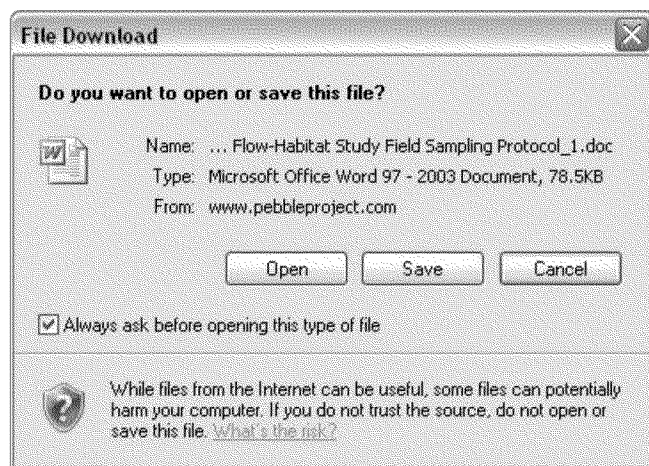
At the bottom of the left pane are buttons for 'Tree', 'Search', and 'Reports'.

9 Click the file name.

Version	Date	File	File Size	Notes
1	6/6/2008	Appendix A - 2005 Flow-Habitat Study Field Sampling Protocol.doc	78 KB	

*The File Download dialog box appears.*

10 Save a copy to your local machine or network drive. You can then print the document.

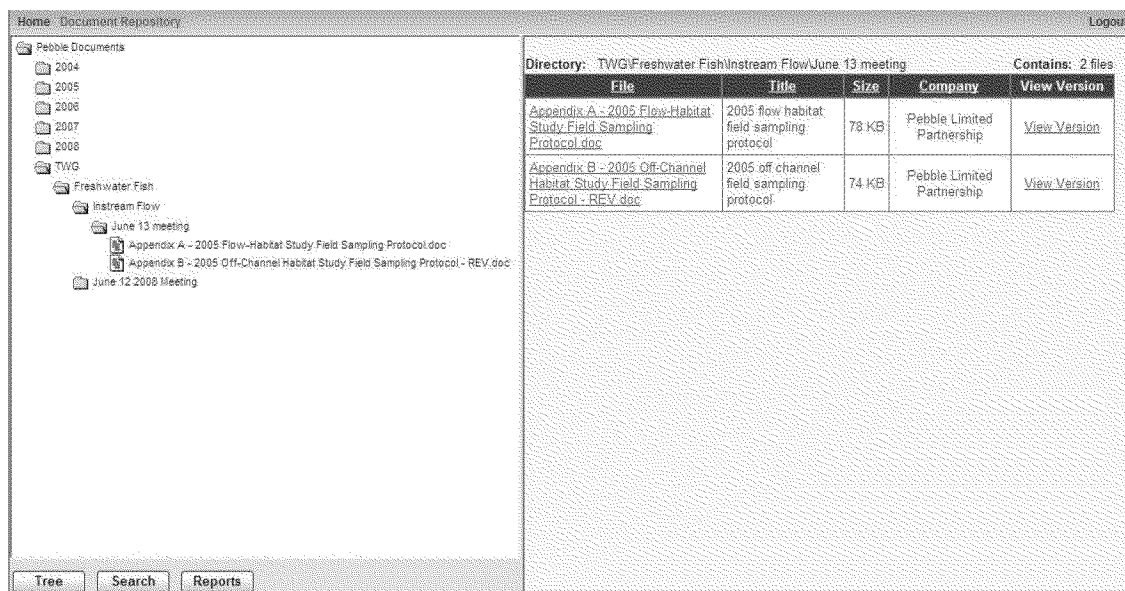


11 Click **View Metadata** on the Document Information screen. *The Edit Document form appears.*

Edit Document	
<b>Title:</b>	2005 flow habitat field sampling protocol
<b>Date:</b>	6/6/2008
<b>Author:</b>	
<b>Call Number:</b>	
<b>Document Type:</b>	Meeting Notes
<b>RFI Number:</b>	
<b>Publisher:</b>	
<b>Pub Source:</b>	
<b>Publication Date:</b>	6/6/2008
<b>Source:</b>	
<b>Report Number:</b>	
<b>Record Number:</b>	
<b>Format:</b>	
<b>Sponsor:</b>	
<b>Keywords:</b>	flow, habitat, model, stream, protocol, methods, 2005, fish
<b>Citation:</b>	
<b>Annotation:</b>	
<b>Abstract:</b>	
<b>Comments:</b>	
<input type="button" value="Exit"/>	





## Navigating the Document Repository

The Document Repository page is split into two panes. By default, the left pane displays the repository's folder structure, or tree. This pane is also used for performing searches and running reports. The right pane displays information about the folder or document selected in the Folder Tree.



## Folder Tree

The Folder Tree functions similarly to Windows Explorer. To browse the Folder Tree, refer to the following table.

Click	Result
	Expands the folder in the tree view, displaying the folders and documents in the folder.
	Collapses the folder in the tree view, hiding the folders and documents in the folder.
 Pebble Documents (folder name)	Displays information about the folder and its contents in the right pane (Folder Information screen).
 (or file name)	Displays information about the document in the right pane (Document Information screen).

## Folder Information Screen

If you click a folder in the Folder Tree, the right pane displays the Folder Information screen.

Directory: TWG\Freshwater Fish\Instream Flow\June 13 meeting				Contains: 2 files
File	Title	Size	Company	View Version
<a href="#">Appendix A - 2005 Flow-Habitat Study Field Sampling Protocol.doc</a>	2005 flow habitat field sampling protocol	78 KB	Pebble Limited Partnership	<a href="#">View Version</a>
<a href="#">Appendix B - 2005 Off-Channel Habitat Study Field Sampling Protocol - REV.doc</a>	2005 off channel field sampling protocol	74 KB	Pebble Limited Partnership	<a href="#">View Version</a>

Use the Folder Information screen to perform the following tasks:

To:	Then click ...
Open the current version of a document	The file name of the document to open.
View other versions of a document/open the document information screen	<b>View Version</b> in the document row.
Sort the document table	The heading of the column by which to sort the table. Click the heading again to reverse the sort order.

## Document Information Screen

If you click a document in the Folder Tree, the right pane displays the Document Information screen. You can also open this screen from the Folder Information screen by clicking **View Version** on the document row.

Document Title: 2005 flow habitat field sampling protocol				
Administrator Options	Description			
Add Version	Add a version to the document			
View Metadata	View and/or edit document's meta data			
Set/View Permissions	Set the permissions for the document			
Cut Document	Remove this document from the current folder in order to paste it into another.			
Version	Date	File	File Size	Notes
1	6/6/2008	Appendix A - 2005 Flow-Habitat Study Field Sampling Protocol.doc	78 KB	

Use the Document Information screen to perform the following tasks:

To:	Then click ...
Open a document version	The file name of the document version to open.
View detailed document information (metadata)	<b>View Metadata.</b>
Sort the version table	The heading of the column by which to sort the table. Click the heading again to reverse the sort order.